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ABSTRACT

A workshop to provide hands-on experience for the use of basic reference tools in government documents and legal materials was attended by 45 school and public librarians in New Jersey. This report includes a description of (1) preliminary preparations; (2) a list of materials received by each participant; (3) the workshop agenda; (4) an annotated, selected listing of United States government and New Jersey documents; (5) practice reference questions for government documents; (6) depository libraries in New Jersey listed by location; and (7) a directory of these libraries providing the complete address and depository number. The workshop evaluation and participants list are also included. Materials relating to legal reference documents have been omitted since the major suggestion from the evaluation indicated that these materials should be handled separately. (Author/MBR)

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A BASIC GOVERNMENT DOCUMENTS WORKSHOP FOR PUBLIC AND SCHOOL LIBRARIANS

PRESENTED AT STOCKTON STATE COLLEGE ON
MARCH 23, 1977

PREPARED BY

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

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DEDICATION:

To the library administration at Stockton State College for their unstinting support; to the many documents librarians in New Jersey who took the time to give suggestions when asked; to the clerical staff who worked overtime to finish typing materials needed; and to my fellow reference librarians who supported and advised me in this venture, my grateful thanks. Without such cooperation this workshop would not have been developed and presented.

Sandra K. Faull
April 1978

During the fall of 1976 I approached the Continuing Education Committee of South Jersey Librarians with the idea of providing a workshop on basic reference tools in government documents for public and school librarians. The chairperson of the committee, Pat Tumulty, was delighted with the idea and the Continuing Education Committee met with me to discuss the content of such a workshop. I wanted a hands-on experience approach to reference service because I felt this would be the most effective with government documents. As a result, registration was limited to 50 people. The Continuing Education Committee wanted legal reference materials included as well as ordering procedures for government documents.

With these stipulations in mind, I asked the other reference librarians at Stockton State College for help. Ms. Virginia Vail, our legal reference specialist agreed to prepare a core collection of materials each library should have and study questions for each tool in the collection.

I prepared a core collection of reference government documents and circulated it to the other reference librarians at Stockton for additions/or deletions as well as several documents librarians in public and academic libraries in New Jersey. Once the core list was established I wrote to members of the Continuing Education Committee of the Government Documents Association of New Jersey and asked them for memorable questions they had received in the line of duty which had resulted in the use of a document or documents on the core list. I also consulted the Atlantic County Area Reference Librarian in charge of the Toll-free information phone number and got several questions from her back files. All of this material in addition to my own questions went into the development of the study questions used.

While I was waiting for answers to my letters on study questions, I developed a basic slide-tape presentation which explains what a government document is and describes the various depository systems in existence. I also contacted the Government Printing Office and asked for 50 copies of the postcards to get on the mailing list of the Selected List and 50 copies of Consumer Information which I put into the folder of materials to be given to each participant.

Several displays were created and set up in the conference room. These displays included a bulletin board display of sample subject bibliographies; a table display of the Selected List and copies of documents listed in it; and a table display of the CODOC index: the automated index to government documents used by Stockton State College for access to its government publications.

Two other libraries, the Atlantic County Public Library and the Cumberland County Library were asked to bring their copies of the government documents on the core list so that more than one copy would be available for use by participants. The reference librarians of these libraries; David Cohen, Tina Keresztury and Pat Tumulty agreed to monitor participants so that those having difficulty in

using a reference tool could have help. This support in addition to Virginia Vail and myself made it possible to have one experienced librarian handle two tables or 10 participants apiece which provided good coverage.

The Continuing Education Committee of South Jersey Librarians prepared a flier announcing the workshop and preregistration form. I wrote and mailed an announcement of the workshop to the editor of New Jersey Libraries. A fee of $3.00 was charged by South Jersey Librarians to pay for printing and mailing costs of the flier and for the coffee and donuts.

Finally, the library staff rallied to stuff folders, which had been obtained free from the college bookstore with all of the material gathered for the participants.

On March 23, 1977 the workshop was given. 45 librarians showed up. The displays were examined during the coffee hour and then the workshop was called to order. There were 10 tables set up with 5 people to a table. After the opening remarks the slide-tape was shown. Then the documents reference list was explained. At that point the study questions were brought out and the participants started examining the reference documents on the tables in front of them and tried to match up the publications to the questions. Five reference librarians (2 of 5 were documents librarians) were available at all times for help and consultation. At about 12:15 the meeting was recalled to order and answers to the questions given.

The lunch break was about an hour long and then the legal material was presented by Virginia Vail. Her collection included both government publications and commercial tools and when it came time to handle the study questions the participants were divided into 3 groups. One group went to the documents collection, one group to the legal reference collection and one group stayed in the meeting room to listen to my presentation on acquisition tools for government documents. (See attached list.)

After each group had visited all three stops, the workshop was summarized, evaluations filled out and everyone went home.

The workshop was well received and favorable evaluations returned. The major suggestion for improvement was that that the legal materials should have been handled separately because together with the documents section, it was too much to absorb. Because of that and also because Virginia Vail wants to rework her material, the legal material is not included in this package although mention of it in the agenda and the evaluation remain.

Sandra K. Faull
April 1978

Each registrant had a folder which contained the following:

1. Copy of agenda.
2. Basic documents reference list.
3. Study questions for reference government documents.
4. Copy of Consumer Information Spring 1977
5. Postcard application for mailing list to receive Selected List of U.S. Government Publications.
6. Publications which provide indexing and/or ordering information for government documents.
7. How to search & use ERIC.
8. Explanation of sample entry in Research in Education for monographs and journal articles.
9. List of depository libraries for New Jersey Documents.
10. List of depository libraries for Federal Documents in N.J.
11. Copy of instructions on how to order documents from GPO taken from the Monthly Catalog.
12. The Consumer and Small Claims Courts in N.J. (Pamphlet prepared by consumers league.)
13. Ad for Union List of U.S. Depository Documents in N.J.
14. Evaluation of Documents Workshop Questionnaire.

Documents Workshop

March 23, 1977

Agenda

9:30 a.m. - 10:00 a.m.	Registration and refreshments
10:00 a.m. - 12:00 p.m.	Welcome by Pat Tumulty, Chairperson of the Continuing Education Committee of South Jersey Librarians.
	Welcome by Raymond Frankle, Director of Stockton State College Library.
	Introduction to government document and depository systems--Sandy Faull, Document Librarian, Stockton State College.
	Practice session with basic reference government documents.
12:00 p.m. - 1:00 p.m.	Lunch
1:00 p.m. - 3:45 p.m.	Librarian, Stockton State College Introduction of Legal Documents-Ginny Vail Practice Session with Legal Materials
	" " " Acquisition tools for government Docs
3:45 p.m. - 4:00 p.m.	Wrap-Up and Evaluation Session

BASIC DOCUMENTS REFERENCE LIST

U.S. Documents

1. U.S. Bureau of the Census Statistical Abstract of the United States, Washington Government Printing Office, annual latest issue 1976 $10.50 C3.134: yr.

   A one volume work providing a statistical summary of the social, economic and political life in the United States. Not only a valuable book in itself, it also give reference to additional sources of information. It's the first place to go when looking for statistical information.

2. U.S. Bureau of the Census Historical Statistics of the United States, Colonial Time to 1970, Bicentennial Edition, 2 vols. Washington, Government Printing Office $26.00 a set.
   C3.134/2: H62/789-970/pt 1 + 2
   A supplement to statistical abstract. It contains comparative historical statistics covering the same catagories that are in statistical abstract.

3. U.S. Bureau of the Census County and City Data Book Washington Government Printing Office irregular (1972) $12.50
   C56.243/2:C83/972
   This is a valuable supplement to Statistical Abstract. It contains detailed statistical information broken down to the county and city level. It also includes SMSA Statistics. Important economic, social and climatological information is given.

4. U.S. Bureau of the Census Congressional District Data Book Districts of the -- Congress, Washington D.C. Government Print Office. 1973 Latest Issue Biannual $8.30
   C56.243/2:C76/973
   It is arranged by state and gives statistics of each congressional district including vote cast for representatives and President. Also includes votes cast for the major parties. Other social and economic statistics are given by congressional district. Includes maps of congressional districts

5. U.S. Dept of Commerce Franchise Opportunities Handbook Washington D.C., Government Printing Office latest issue 1975 $3.60 C57.16:975
   Franchises are arranged aphabetically by name within subject catagories. Basic information about cost, training financial assistance and contact person in provided for each franchise listed. Only nondiscrimintary franchises are listed and no claims are made by the Dept. of Commerce that this is a complete list. Additional general information on franchising is also included. A very valuable tool.

6. U.S. Bureau of Labor Statistics Occupational Outlook Handbook

Washington GPO biennial latest issue 1976 $7.00
L2.3:1875
Gives information on job duties, educational requirements, employment outlook and earnings for more than 850 occupations. Libraries can't do without it. It's the best general career education guide available.

7. U.S. Dept. Of Justice Crime in the United States Washington GPO annual latest issue 1975 $3.70
J1.14/7: yr.
Provides a national view of crime based on statistics contributed by local law enforcement agencies. In addition to crime statistics, statistics on law enforcement employees and crime trends are given. The public has recently shown an increased interest in criminal justice and this document can help answer many questions.

8. U.S. Dept. of Justice Sourcebook of Criminal Justice Statistics Washington GPO annual latest issued 1975 $9.70 J1.42/3:SD-SB-3
This title began 3 years ago. Each year additional improvements are made. It covers all aspects of criminal justice. An effort has been made to focus on state and local data instead of federal data. Much wider in scope than Crime in the United States.

9. U.S. President The Economic Report of the President Transmitted to Congress Jan. 1977 Annual Washington GPO $2.90
Pr38.9: yr.
Provides a review of U.S. economic condition documented with statistics. It also includes the annual report of the Council of Economic Advisors.

10. U.S. Dept of Health Education and Welfare Education Directory Public School System 1975-76 annual Washington GPO $2.65 HE 19.324/2: yr.
The major purpose of this directory is to list all local agencies providing free public elementary and secondary education in the United States. It is organized alphabetically by state. This is one title in the Education Directory series covering all aspects of education other titles are:
Education Associations HE 19.113: yr. $1.85
Colleges and Universities HE 19.324: yr. $7.70

11. U.S. Dept of Health, Education and Welfare Digest of Education Statistics Washington GPO annual latest issued 1975 $3.30 HE19.315: yr.
This document provides statistical information on all aspects of public education from preschool to graduate school The material is nationwide in scope and of current interest. In addition there is a special section on libraries which can be helpful

12. U.S. President The Budget Documents Washington GPO annual latest issue 1978. There are five documents relating to the federal budget for fiscal year 1978

The Budget of the United States Government, 1978 contains the information that most users of the budget would normally need, including the Budget Message of the President. The Budget presents an overview of the President's budget proposals and includes explanations of spending programs and estimated receipts. This document also contains a description of the budget system and various summary tables on the budget as a whole. (Price $3.45.) PrEx2.8:yr.

The Budget of the United States Government, 1978 -- Appendix contains detailed information on the various appropriations and funds that comprise the budget.

The Appendix contains more detailed information than any of the other budget documents. It includes for each agency: the proposed text of appropriation language, budget schedules for each account, explanations of the work to be performed and the funds, needed, proposed general provisions applicable to the appropriations of entire agencies or groups of agencies, and schedules of permanent positons. Supplementals, and rescission proposals for the current year, and new legislative proposals, are presented separately. Information is also provided on certain activies whose outlays are not part of the budget totals . (Price #13.00.) PrEx 2.8:yr/app.

Special Analyses, Budget of the United States Government, 1978 contains 17 special analyses that are designed to highlight specified program areas of provide other significant presentations of Federal budget data.

This document includes analytical information about: Government finances and operations as a whole and how they affect the economy; Government-wide program and financial information for Federal education, training and employment, health, income security, civil rights, and crime reduction programs, trends and developments in the areas of Federal aid to State and local governments, research and development, and environmental protection. (Price $2.70.) PrEx2.815:yr

The United States Budget in Brief, 1978 provides a more concise, less technical overview of the 1978 budget than the above volumes. Summary and historical tables on the Federal budget and debt are also provided, together with graphic displays. (Price $1.15.) PrEx2.8/2:yr.

Issues '78 provides greater background information than any other general executive branch document on major budget and program decisions reflected in the President's Budget and on certain major issues confronting the Nation this year and in the future. Published for the first time with the 1977 budget (as "Seventy Issues"), this document is intended for a general audience rather than for those with particular interests. (Price $8.90.) PrEx2.2:Is7/2/yr.

13. U.S. President Annual Report of the Council on Environmental Quality Washington GPO latest issued 1975 $6.60
PrEx 14.1: yr.
Summarizes all aspects of the nations' environment for the year. Includes land use, life expectancy and health trends in addition to pollution issues. It has chapter on global environment as well. Point of improvement in the environment as well as problem areas. One of the major reference tools on the environment.

14. U.S. Federal Energy Administration National Energy Outlook Washington GPO 1976 annual 1976 $7.30
FE 1.2: En2/7
This document is the first of an annual series of energy forecasts. This report evaluates alternative energy policies and makes forecasts through 1990 of energy needs and supplies. Every library should have this to help answer energy questions.

15. U.S. Dept of State Diplomatic List Washington GPO quarterly $5,80 a year S1.8: yr/no
Provides names and addresses of all foreign ambassadors to the United States. It also lists the most important diplomats at each embassy. the list is arranged alphabetically by name of country. It includes the names of countries with which the U.S. has severed relations

16. U.S. President Catalog of Federal Domestic Assistance Washington GPO annual latest issued 1976 $17.00 for basic material & suppl.
PrEx 2.20: yr.
This is the complete guide to all current federal programs and services which provide benefits or assistance to the public. The purpose of this catalog is to assist all groups and individuals in the U.S. in identifying and obtaining federal assistance. It is issued each spring with an update in the fall. There are several indexes including agency program index, functional index, popular name index, applicant eligibility index and subject index. This document is one of the most heavily used reference tools in any library who owns it. No library should be without it.

17. U.S. Congress Congressional Directory Washington GPO annual latest issued 1976 $12.95 Y4.P98/1:1/ congress and session
Provides biographical information on all current members of Congress, Cabinet Officers, and Supreme Court Justices. It also lists committee assignments members of Congressional commission and boards, U.S. diplomatic and consulor office etc. Altho there is a time lag between the beginning of Congress and a current directory it is a valuable source of information.

18. U.S. Federal Services Administration United Stated Government Manual Washington GPO annual latest 1976/77 $6.50
GS4.109: yr

This documents is the official handlook of the Federal Government. It describes the purposes and programs of most agencies and list their top personnel. It includes organization charts of the most complex agencies. One of the reference tools you'll want to keep close to your desk and phone.

19. U.S. Bureau of the Census Census Tract for Atlantic City New Jersey from 1970 Census of Population and Housing Washington GPO 1972 C $1.00
If you are located in a standard metropolitan statistical area, a census tract will be issued for your area.

20. U.S. Dept. of Commerce U.S. Industrial Outlook Projections to 1985 Washington GPO annual Latest issue 1977 $5.85 C57.18: yr.
This publication provide an overall view of the economic outlook of the country and over 200 specific industries

All Documents Listed Above Can Be Purchased From
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

U.S. Dept. of Agriculture. County Soil Survey for-Washington GPO.

Most of the counties in New Jersey have county soil surveys available or these surveys are in preparation. The exceptions are Bergen, Essex, Union and Hundson Counties because they are highly urbanized. It is one of the most valuable documents a library can have in regard to the natural resources in their county. It includes anaylsis of the types of soils in the county with maps and charts. Not only farmers but engineers community planners, sportsmen, teachers and prospective home owners can benefit from this detailed study. Additional information varies from county to county but climatology, natural features and history of the county are the types of material which can be located in this document.

You can obtain information on the status of your county soil survey by contacting your county soil conservation district which is listed in the phone book under U.S. Government-Agriculture Dept. of--. If the county soil survey is stillin print this office can send you a free copy.

New Jersey Documents

Gribbens, J. Joseph. Manual of the Legislature of New Jersey MacCrellish & Quigley Co., Trenton, N.J. annual latest issued 1976 $6.00 US2NJLEG L25 yr.

The legislative manual is the state's equivalent to the congressional directory and the Government Oranization Manual. It includes information on the federal, state, and local government including lists and in some cases biographies of officials. It give addresses and functions of the various committee, departments and bureaus in state government. It includes members of political parties and lists of newspaper and radio stations in New Jersey. All libraries should have this publication. It can be ordered from J. Joseph Gribbens, Editor and Publisher, 1009 Parkshide Ave., Trenton, N.J. 08618.

N.J. Dept. of State State of N.J. Official Directory
Trenton, N.J. annual latest issue 1977
US2NJDS 022 yr.
This directory is issued by the office of the secretary of state. It is list of state official their titles, date their term expires and city location. It also lists some county officials and the N.J. Senators and Representatives to the U.S. Congress a good source for special commission and board members. Can be obtained by writing to the Office of Secretary of State, Statehouse, Trenton, N.J.

N.J. Dept. of Labor & Industry Population Estimates for New Jersey Annual Latest yr 1975
US2NJDLI 1 P52 yr.
This is population estimate for each county and municipalities. It does not break down the general population figure into any categories such as sex, race, age, etc. It still is a helpful tool and can be obtained by writing to Office of Business Economics, Dept of Labor and Industry, P.O. Box 845, Trenton, N.J. 08625

N.J. Governor. State of New Jersey Budget Fiscal year
Trenton annual latest issue 1977
US2NJDT 7 B77 yr.
This document give both a general summary and detailed break down by each department and agency of N.J. government. Charts and graphs are included. A copy is sent to all N.J. libraries.

N.J. Attorney General Crime in New Jersey Trenton annual latest issue 1975 US2NJLPS 9 C63 yr.
This document provides a statewide view of crime trends in N.J. with some statistical breakdown for counties and municipalilities. A valuable reference tool. It is available from. State of N.J. Division of State Police Uniform Crime Reporting Unit, Box 7068, West Trenton, N.J. 08625.

N.J. Dept. of Education Annual Report of the Commissioner of Education & Financial Statistics of School Districts
Trenton annual latest yr. 1976 $6.00
US2NJDE 3A56 yr.
This document provides financial and statistical data for the state as a whole, county summaries and each school district. It shows how the money is spent in each school

district. Available through N.J. Dept. of Education Division of Administration & Finance.

County Directory -- Last but not least, each county produces it own directory of county officials and offices. It usually includes municipal officials from the county as well. It is the official handbook to county government. It can be obtained by calling or writing the county administrator.

STUDY QUESTIONS FOR REFERENCE GOVERNMENT DOCUMENTS

1. I'm building a garage in Atlantic City, a high level parking facility, what public funds or assistance is available?

_____

2. What was the population of Hammonton in 1960?

_____

3. What is the address for the main office of Burger King?

_____

4. How much is the federal government spending on space programs?

_____

5. How many elementary schools are in Florida?

_____

6. I need a list of the T.V. stations and radio stations in New Jersey. Where can I find it?

_____

7. What is the crime rate in the U.S. for 1975?

_____

8. What is the population of Atlantic County presently?

_____

9. What has been the cost of living in Philadelphia over the last five years?

_____

10. What is the salary of county judges in N.J.?

_____

11. Is it true Las Vegas has the highest crime rate in the U.S.?

_____

12. I have a friend who is a farmer in Florida. His crop is ruined because of cold weather. Which office should he contact to see if he qualifies for federal low-interest loans?

_____

13. I am interested in the returnable bottle laws which some states have passed. Where can I find information?

_____

14. What are the major natural resources in Atlantic County?

_____

15. Who is Brazil's ambassador to the U.S.?

_____

16. I have to find the top ten public libraries in the United States. Where can I locate this information?

_____

17. I need to know the public's opinion of capital punishment.

_____

18. I'd like some background information on coastal zones in the U.S. and the management program for them.

_____

19. How much does the state collect from race track betting?

_____

20. How much energy will the U.S. consume by 1985?

_____

21. What is the total budget for the School District of the town of Hammonton (Atlantic County)?

_____

22. Were there any murders in Galloway Township (Atlantic County) in 1975?

_____

23. How many Irish immigrants came to the U.S. in 1895?

_____

24. How much was the GNP for the U.S. from 1965-1975?

_____

25. I want to write to the chairman of the House Ways and Means Committee. Who is he and what is his address?

_____

26. What is the regional office address for the U.S. Bureau of Alcohol, Tobacco and Firearms?

_____

27. How many businesses failed in the United States in 1975?

_____

28. Who is the N.J. Director of Pensions?

_____

29. What Congressional District is Tom's River in?

_____

30. I'm interested in buying some tire company stock but I need to know the outlook for the tire industry first.

_____

31. I'm looking for information on careers in computer programming; where do I find it?

_____

32. How big is Atlantic City in square miles?

_____

33. I understand that hotels and motels make up a large percentage of the business establishments in Atlantic County. What is the percentage?

_____

34. How many school librarians are there in Georgia?

_____

35. What is the suicide rate for the United States?

_____

PUBLICATIONS WHICH PROVIDE INDEXING AND/OR
ORDERING INFORMATION FOR GOVERNMENT DOCUMENTS

1. Monthly Catalog of United States Publications
Available from Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402. $27,00 a year this is the major index to all Federal Documents published by GPO. The September issue includes a list of depository libraries. The February issue until 1977 provided an appendix which listed all Federal periodicals and subscription publications. This year and in the future, This list will be published as a separate volume. The index provides order information for all documents listed and whether the document is a depository item or not. Every library should have this tool.

2. Selected List of U.S. Government Publications
Available from Superintendent of Documents. Free publication. You can obtain by filling out the card included in your registration material. This publication provides an annotated list of popular titles put out by the Federal Government. You will find this a handy guide for ordering documents. It is supposably monthly but for the last 4 months has been issued bimonthly.

3. Consumer Information
Quarterly. Free. See copy which is in your registration material. Provides lists of free and inexpensive material dealing with all aspects of consumerism. A good guide for vertical file material.

4. Subject Bibliographies
Available from Superintendent of Documents. Free. These bibliographies are issued irregularly on current subjects of interest. It is an order form as well as a bibliography so you can check off documents of interest and sent it and your money to GPO. There are over 200 subject bibliographies now in exsistance. Write to GPO and ask to be put on the mailing list.

5. Publications Reference File
GPO. This is a new tool which lists 24,000 documents currently in print from GPO with price information. It is in microfiche format. At the present time it is only available to depository libraries. The main speaker at the spring meetingof the Government Document Association of N.J. will be a representative of the sale office at GPO. Her theme is the publications reference file and its uses. The meeting is scheduled in conjunction with NJLA on Friday, April 22 at 9:15 a.m. If you can't attend and are interested write to Charles LaBarre, Superintendent of Documents, GPO, and ask that this tool be made available for your library.

6. Checklist of Official New Jersey Publications
Available from N.J. State Library. Bimonthly. This checklist only lists documents received by the State Library. It does contain order information for the documents listed.

DEPOSITORY LIBRARIES

New Jersey

Bayonne	Bayonne Free Public Library (1909)
Bloomfield	Free Public Library of Bloomfield (1965)
Bridgeton	Cumberland County Library (1966)
Camden	Rutgers University-Camden Library (1966)
Convent Station	College of St. Elizabeth Mahoney Library (1938)
Dover	County College of Morris Library, Learning Resources Center (1975)
East Orange	East Orange Public Library (1966)
Elizabeth	Free Public Library of Elizabeth (1895)
Glassboro	Glassboro State College Savitz Learning Resource Center (1963)
Hackensack	Johnson Free Public Library (1966)
Irvington	Free Public Library of Irvington (1966)
Jersey City	Free Public Library of Jersey City (1879)
" "	Jersey City State College, Forest A. Irwin Library (1963)
Lawrenceville	Rider College Library (1975)
Madison	Drew University, Rose Memorial Library (1939)
Mahwah	Ramapo College Library (1971)
Mount Holly	Burlington County Library (1966)
New Brunswick	Free Public Library (1908)
" "	Rutgers University Library (1907)
Newark	Newark Public Library (1906)-REGIONAL
"	Rutgers-The State University, John Cotton Dana Library (1966)
Passaic	Passaic Public Library (1964)
Phillipsburg	Phillipsburg Free Public Library (1976)
Plainfield	Plainfield Public Library (1971)
Pomona	Stockton State College Library (1972)

Princeton	Princeton University Library (1884)
Rutherford	Fairleigh Dickinson University, Messler Library (1953)
Shrewsbury	Monmouth County Library (1968)
South Orange	Seton Hall University Library (1947)
Teaneck	Fairleigh Dickinson University, Teaneck Campus Library (1963)
Toms River	Ocean County College Learning Resources Center (1966)
Trenton	New Jersey State Library, Law and Reference Bureau, Department of Education (unknown)
"	Trenton Free Public Library (1902)
Union	Kean College of New Jersey, Nancy Thompson Library (1973)
Upper Montclair	Montclair State College, Harry A. Sprague Library (1967)
Wayne	Wayne Public Library (1972)
West Long Branch	Monmouth College, Guggenheim Memorial Library (1963)
Woodbridge	Free Public Library of Woodbridge (1965)

New Jersey Public Libraries

Name	Depository No.	Date of Depository
Bayonne Free Public Library 697 C Avenue Bayonne, N.J. 07002	379	1909
Bloomfield Public Library 90 Broad Street Bloomfield, N.J. 07003	376A	1965
Cumberland County Library 800 E. Commerce St. Bridgeton, N.J. 08302	368A	1966
Rutgers University -Camden Library 300 N. 4th Street Camden, N.J. 08102	367	1966
College of St. Elizabeth Mahoney Library Convent Station, N.J. 07961	365	1938
County College of Morris, Library RT #10 & Center Grove Rd. Dover, N.J. 07801	363B	1975
East Orange Public Library 21 S. Arlington Avenue E. Orange, N.J. 07018	377A	1966
Elizabeth Free Public Library 11 S. Broad St. Elizabeth, N.J. 07202	372	1895
Glassboro State College Savitz Learning Resources Ctr. Glassboro, N.J. 08028	367A	1963
Johnson Free Public Library 275 Moore St. Hackensack, N.J. 07601	374	1966
Irvington Free Public Library Civic Square Irvington, N.J. 07111	380	1966
Jersey City Free Public Library 472 Jersey Avenue Jersey City, N.J. 07302	379A	1879
Jersey City State College F. Irwin Library 2039 Kennedy Memorial Blvd. Jersey City, N.J. 07305	365A	1963

Name	Depository No.	Date of Depository
Rider College Library F.F. Moore Library 2083 Lawerenceville Rd. Lawerenceville, N.J. 08648	370B	1975
Drew University Rose Memorial Library Madison, N.J. 07940	371	1939
Ramapo College Library Ramapo Valley Rd., P.O. Box 542 Mahwah, N.J. 07430	374A	1971
Burlington County Library Woodlane Rd. Mt. Holly, N.J. 08060	370A	1966
New Brunswick Free Public Library 60 Livingston Avenue New Brunswick, N.J. 08901	369	1908
New Brunswick - Rutgers University Library College Avenue New Brunswick, N.J. 08901	364	1907
Newark Public Library (Regional) 5 Washington Street Newark, N.J. 07101	376	1906
Rutgers - The State University John Dana Cotton Library 185 University Avenue Newark, N.J. 07102	366A	1966
Passaic Public Library Julius Forstmann Library 195 Gregory Avenue Passaic, N.J. 07055	364A	1964
Phillipsbury Free Public Library 200 Frost Avenue Phillipsbury, N.J. 08865	365B	1976
Plainfield Public Library Eighth St at Park Avenue Plainfield, N.J. 07060	372A	1971
Stockton State College Library Pomona, N.J. 08240	367B	1972
Princeton University Library Princeton, N.J. 08540	370	1884

Name	Depository No.	Date of Depository
Fairleigh Dickinson University Messler Library Montross Avenue Rutherford, N.J. 07070	375	1953
Monmouth County Library 678 Broad Street Shrewsbury, N.J. 07701	363A	1968
Seton Hall University Library McLaughlin Library 405 S. Orange Avenue So. Orange, N.J. 07079	377	1947
Fairleigh Dickinson University Teaneck Campus 1000 River Rd. Teaneck, N.J. 07666	375A	1963
Ocean County College Learning Resources Center Toms River, N.J. 08753	373A	1966
N.J. State Library Law & Reference Bureau Dept. of Education 185 W. State Street Trenton, N.J. 08625	363	unknown
Trenton Free Public Library 120 Academy Street Trenton, N.J. 08608	366	1902
Kean College of N.J. Nancy Thompson Library Morris Avenue Union, N.J. 07083	376B	1973
Montclair State College H.A. Sprague Library Valley Rd. Upper Montclair, N.J. 07043	380A	1967
Wayne Public Library 475 Valley Road Wayne, N.J. 07470	364B	1972
West Long Branch Monmouth College Guggenheim Memorial Cedar Avenue W. Long Branch, N.J. 07764	373	1963
Woodbridge Free Public Library George Frederick Plaza Woodbridge, N.J. 07095	369	1965

EVALUATION OF DOCUMENTS WORKSHOP

(Circle appropriate number)

1. Did you find the slide-tape introduction

no value		some value		very valuable
1	2	3	4	5

2. Did you find the annotated bibliography of document reference tools

no value		some value		very valuable
1	2	3	4	5

3. Did you find the study questions for document reference tools

a.

no value		some value		very valuable
1	2	3	4	5

b.

too easy		challenging		too difficult
1	2	3	4	5

4. Did you find the displays

no value		some value		very valuable
1	2	3	4	5

5. Did you find the study team approach

no value		some value		very valuable
1	2	3	4	5

6. Did you find the annotated bibliography of legal reference tools

no value		some value		very valuable
1	2	3	4	5

7. Did you find the suggested tools for ordering

no value		some value		very valuable
1	2	3	4	5

8. What, in your opinion was the most helpful part of the workshop?

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9. What in your opinion was the least helpful part of the workshop?

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10. What additions could be made to make this workshop a better one?

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11. Any additional comments/suggestions on the workshop that you would like to express would be appreciated.

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DOCUMENTS WORKSHOP - MARCH 23, 1977

Participant Names:

Albert Addis
McCowan Memorial
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Pitman, N.J. 08071

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Nancy Forester
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Penns Grove, N.J. 08069

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Bridgeton, N.J. 08302

Walter Luertzing
Cumberland County Library

Ronald Mattson
A.P. Schalick High School Library
RD #1
Elmer, N.J.

Geane Mulholland
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Maple and Wilson Street
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Marian C. Robertson
Stephen W. Meader Library
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Stone Harbor, N.J.

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